

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1380.52

6/8/92

SUBJ: Project Information Control System Standards

1. PURPOSE. This order provides standard definitions of categories of work performed by the Aircraft Certification Service for implementation on a national scale. It also provides descriptions of the various categories of work hours and projects.

2. DISTRIBUTION. This order is distributed to branch level in the Aircraft Certification Service Washington headquarters, Directorates, Brussels Aircraft Certification Staff, and Aircraft Certification Offices (ACO), and to the managers of all Manufacturing Inspection District Offices (MIDO), Manufacturing Inspection Satellite Offices (MISO), and Aircraft Certification Field Offices (ACFO). All employees in the aircraft certification regulatory program should have access to a copy of this order and should be familiarized with the contents.

3. EFFECTIVE DATE. All provisions of this order must be complied with immediately and continued until further notice.

4. BACKGROUND.

a. Since the introduction of the Directorate concept for aircraft certification, attempts to capture the way in which time is spent in carrying out the Service's regulatory functions have been inconsistent. Some directorates and headquarters' divisions have implemented a reporting system to define how their human resources are being used, some have not, and no two are identical. A consistent management information and planning system has not evolved, and we are beginning to pay the price. We are continually being asked to **rationaly** defend our staffing, defend our priorities, and answer to a public that demands efficiency. Our inability to respond quickly and accurately to these questions has damaged our organization's credibility and threatened our resources.

b. With the introduction of computers into our offices, we have the ability to acquire and provide meaningful information suitable for both project management and management analysis. The Project Information and Control System (PICS) was to be the first step in taking advantage of this opportunity.

Distribution: A-W(IR)-3; A-X(CD)-2; A-FAC-O(ALL);
ANM-191A (1 copy); ANM-191D (1 copy)

Initiated By: AIR-520

c. The first phase of PICS was created to provide a repository for an agreed upon body of statistics that would facilitate national management of the aircraft certification regulatory program. It also has some limited capability for local project management. Phase II of PICS was intended to concentrate on providing custom project management tools and software to allow manipulation of the data base.

d. The goals of the PICS system were never realized for various reasons. Lack of usable processed data, difficulties in data entry, undefined procedures for using the data, and many other problems have contributed to the goal not being achieved. Because of the difficulties in data entry, some aircraft certification offices have developed local data systems for capturing work-hours and project information.

e. The Information System Steering Group (ISSG) has recommended that further development and use of mainframe PICS will not be required but that each office will be held accountable for maintaining a system for tracking work hours. Offices choosing to use the mainframe PICS may do so following the procedures presented in appendix 2.

f. In order to assure consistency in the system, this directive lists the various categories into which work hours will be tracked. The depth of detail to which an office wishes to track work-hours information using the provided definitions and the software/hardware on which it is done is left to the individual Directorates/offices to determine. If a local office needs to track work hours using more categories than those provided in this order, those offices are responsible for ensuring that their detailed categories can be added together to the PICS categories.

5. STANDARD NATIONAL PROJECT NUMBERS. Standard national project numbers intended to categorize and track workload activity common to all offices are established and are described in detail in this order. Work hours will be recorded in these projects unless the work is related to a specific (unique) project established in accordance with paragraph 6. Each national project is also assigned a project type code. Appendix 3 presents procedures for adding or retiring standard national project numbers.

<u>Number</u>	<u>Project Type</u>	<u>Description</u>
9000	TDC	Type design changes
9001	STG	General STC work
9002	PMA	PMA evaluations
9003	TSO	TSO evaluations
9004	FCA	International activity
9005	AIH	Accident/incident investigation
9006	SDR	Service difficulty review
9007	SDA	Airworthiness directives
9008	VET	Enforcement
9009	PCN	Production certification (Original)
9010	QAA	Certificate management
9011	IEA	Export airworthiness
9012	QAC	Original airworthiness
9013	REG	Regulations review
9014	PGE	Policy Guidance
9015	STD	Guidance and standardization
9016	AWD	Assistance to outside offices but within directorates
9017	AFS	Assistance to Flight Standards
9018	AOD	Assistance to offices outside Aircraft Certification or Flight Standards
9020	SDN	NTSB recommendations
9021	FOI	Outside requests
9022	RDV	R&D
9023	GEN	Miscellaneous local studies/evaluations
9024	IMS	Management/supervision
9025	IDS	Designee supervision

<u>Number</u>	<u>Project Type</u>	<u>Description</u>
9026	IDA	Delegation supervision
9027	TRM	Management training
9028	TRN	Nontechnical training
9029	TRT	Technical training
9030	ITR	Travel during duty
9031	ILV	Leave
9032	PER	Administration of personnel activities
9033	BUD	Administration of budget activities
9034	PRO	Administration of procurement activities
9035	TRA	Administration of training activities
9036	ADM	General administrative/clerical
9037	XTR	Travel outside duty hours
9038	XOC	Work during non-duty hours
9039	SMT	Project SMART (Aircraft Certification's plan for quality performance.
9043	ADP	Automation Support
9066	PGM	Program analysis and evaluation activities
9067	PUB	AVN publication activities
9068	PGE	National evaluation team support
9069	PGE	SIDP activity
9072	SUP	Suspected unapproved parts
9073	QAD	Systems evaluations

6. UNIQUE PROJECTS. Unique projects may be established for specific long-term projects at the discretion of the responsible organization. Normally a specific project code would not be established for any project expected to take less than 40 hours. The following structure is **suggested**; however, the office is free to use whatever numbering system suits its needs as long as standard project definitions are maintained and new categories of projects are not created that would

lessen the usefulness of the standard project data collected. In order to maintain the simplicity and usefulness of the system, creation of new standard projects is not encouraged.

a. Project Type. Each project (whether national or unique) must be assigned a project type. These project types will be used to aggregate resource expenditures under different projects into a broad ACRP activity. The project type must conform to an established code, including but not limited to:

<u>Code</u>	<u>Description</u>
TDC	Type design change
NTC	New type certification
ATN	Amended type certification
STC	New STC
STA	Amended supplemental type certificates
RUL	Rulemaking - initiative
RUP	Rulemaking - petition
TSR	Rulemaking - TSO
RSC	Rulemaking - Special Conditions
EXM	Exemptions
PGE	Policy/guidance/Advisory Circulars

b. Project Number Format. In order to maintain a degree of differentiation between project numbers for various offices, the following convention will be followed. Since two offices may duplicate numbers and other codes, project numbers sent to applicants or otherwise used in external correspondence must include the office symbol. Accordingly, project numbers will be constructed and referred to in the following manner:

XX-YYYY-ZZZZ

wherein,

XX is a two-letter designator indicating the Region/Directorate.
Eligible designators are -

- CE - Small Airplane Directorate
- NE - Engine and Propeller Directorate
- NM - Transport Airplane Directorate
- SW - Rotorcraft Directorate
- AR - All AIR Washington headquarters divisions (AIR-1,2,4,-100,-200,-300,-500)

YYYY is an eligible office symbol (i.e., 100S, 110, 115W, etc.) established within each directorate/region.

ZZZZ is the sequential number issued by the offices.

It will be the responsibility of each office to assure that project numbers sent to applicants are not duplicated.

7. INDIVIDUAL ACTIVITY REPORTS (IAR). These forms are documents for use only within the Aircraft Certification Service to assist employees in recording their time. All employees will record their time in accordance with the IAR form and instructions shown in Appendix 1 of this order. The forms should be initiated coincident with the start of the pay period. Thereafter, each employee will start a new form biweekly to coincide with the submission of Time and Attendance Reports. Time will be recorded daily in increments of 1 hour.

8. UPDATING PROJECT RECORDS. Projects will be updated biweekly to post hours worked against the various projects.

9. INFORMATION CURRENCY: Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order should be forwarded to the Aircraft Certification Service, Administrative Management Branch, AIR-530, Attention: Directives Management Officer, for consideration. Your assistance is welcome. Federal Aviation Administration Form 1320-19, Directive Feedback Information, is located on the last page of this order for your convenience. If an interpretation is urgently needed, you may call the Automated Systems Branch, AIR-520, at FTS 267-7024 or (202)267-7024, for guidance, but you should also use the tearout sheet as a follow-up to verbal conversation.



M.C. Beard

Director, Aircraft Certification
Service

APPENDIX 1. INSTRUCTIONS FOR
COMPLETING THE INDIVIDUAL ACTIVITY REPORT

1. GENERAL.

a. All employees will complete an Individual Activity Report (IAR) biweekly to coincide with pay periods.

b. Core time of at least 80 hours must be accounted for during each pay period. Time in excess of 80 hours should also be recorded in the appropriate national or unique project and, in addition, recorded separately as Travel Outside Duty Hours or Work During Non-Duty Hours.

c. Employees will begin recording time at the beginning of the pay period and enter the appropriate number of hours in the "daily" columns.

d. Time will be recorded against unique projects whenever appropriate.

2. VALID PROJECTS. The following lists accepted national project numbers, their associated project type codes, and their definitions. The projects are grouped into broad program areas.

a. Type Certification

<u>Code</u>	<u>Description</u>
TDC 9000	<u>Type design changes</u>

This code will be used by all employees to record activity (not related to a unique project) on type design changes for products for which the TC is held at the ACO. Also, to be used for recording aviation safety inspector (mfg.) activity on all type certification projects (NTC, ATN, TDC) for which there is no unique project.

STG 9001	<u>General STC work</u>
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This code will be used by all employees to record general activity on STC's that cannot be recorded against a unique (specific) project. Also, to be used for recording aviation safety inspector (mfg.) activity on all supplemental type certification projects for which there are no unique projects.

PMA 9002	<u>PMA evaluations</u>
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This code will be used by all employees, including aviation safety inspectors (mfg.), to record activity related to an application for PMA approval. This includes minor change activities.

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APPENDIX 1. INSTRUCTIONS FOR COMPLETING
THE INDIVIDUAL ACTIVITY REPORT (CONTINUED)TSO 9003 TSO evaluations

This code will be used by all employees to record activity when evaluating design data related to an application for TSO approval. Also to be used for recording aviation safety inspector (mfg.) activity for the initial evaluation of the applicant's quality system. This includes minor change activities.

FCA 9004 International activity

This code will be used to record activity related to work with foreign manufacturers or airworthiness authorities (with or without bilateral agreements) other than work leading to a U.S. TC or amended TC. Major projects should be assigned unique project numbers and activity recorded against those numbers. Work leading to a new or amended TC or new STC should always have a unique project number.

Unique - List certification projects on page 2 of the IAR by office, eligible code, and unique number. Work leading to a new or amended TC should always have a unique project number. Eligible project type codes are:

NTC New TC
ATN Amended TC projects
STC STC projects

b. Service DifficultiesCode DescriptionAII 9005 Accident/incident investigation

Time spent by any employee investigating an accident or incident, but excluding time spent reviewing service difficulty information.

SDR 9006 Service difficulty review

Time spent by any employee in reviewing service difficulty reports of any kind, up to the point at which it is decided an AD will be initiated.

SDA 9007 Airworthiness directives

Time spent by any employee researching, drafting, discussing, or processing an airworthiness directive, including NPRM's, revisions, cancellations, findings of equivalency, denials, and exemptions. Also, to be used for recording aviation safety inspector (mfg.) activity on all airworthiness directive projects (SDA).

APPENDIX 1. INSTRUCTIONS FOR COMPLETING
THE INDIVIDUAL ACTIVITY REPORT (CONTINUED)VET 9008 Enforcement

Any time spent by any employee in the compliance program and related enforcement activities should be recorded here.

SUP 9072 Suspected unapproved parts

Time spent performing activities in the suspected unapproved parts program such as investigations analysis, etc.

Unique - List service difficulty projects on page 2 of the IAR by office, eligible code, and unique number. Eligible project type codes are:

AII Accident/incident investigation
SDR Service difficulty review
SDA Airworthiness directives
VET Enforcement
SUP Suspected unapproved parts

c. Production and Airworthiness CertificationCode DescriptionPCN 9009 Production certification (Original)

Time spent by any employee in original production certification work. This includes the majority of aviation safety inspector (mfg.) time spent in the production portion of their work program. Production flight tests are included in this code.

QAA 9010 Certificate Management

Time spent by any employee performing certification management at any Production Approval Holder. This does not include designee supervision.

IEA 9011 Export airworthiness

Time spent by any employee in the issuance of export airworthiness certification.

OAC 9012 Original airworthiness Certification

Time spent by any employee during issuance of original airworthiness certification. This would be the majority of aviation safety inspector (mfg.) time in the original airworthiness certification portion of their work program.

APPENDIX 1. INSTRUCTIONS FOR COMPLETING
THE INDIVIDUAL ACTIVITY REPORT (CONTINUED)

QAD 9073 Systems Evaluations

Time spent by any employee on systems evaluations including pre and post evaluation activities.

Unique - List production and airworthiness certification projects on page 2 of the IAR by office, eligible code, and unique number.
Eligible project type codes are:

PCN Production certificate
QAA Certificate management
IEA Export airworthiness
QAC Original airworthiness
QAD Systems evaluations

d. Regulatory/Policy

Code Description

REG 9013 Regulations

This code will be used by all employees for all regulatory activity not associated with an AD, including development of comments on regulatory proposals from Washington or the Directorates.

PGE 9014 Policy Guidance

This code will be used by all employees for all technical policy and guidance work including the reviewing and development of comments on technical policy documents from Washington or the Directorates.

STD 9015 Standardization

This code will be used by Headquarters or Standards Staff employees (ACO employees only if acting for the Standards Staff) to record time spent in support of certification projects in the ACO's. This would include advice and assistance, project officer duties, reviewing reports, participating in familiarization and type board meetings, witnessing tests, reviewing issue papers, preparing policy letters, etc.

Unique - List regulatory and policy projects on page 2 of the IAR by office, eligible code, and unique number. Eligible project type codes are:

REG Regulations review
PGE Policy Guidance
STD Standardization

APPENDIX 1. INSTRUCTIONS FOR COMPLETING
THE INDIVIDUAL ACTIVITY REPORT (CONTINUED)e. SupportCode DescriptionAWD 9016 Assistance to outside offices but within directorates

This code will be used by employees to record assistance to other offices within the Service complex but outside of the employee's office. Use only if time cannot be charged to distinct activity such as type certifications.

AFS 9017 Assistance to Flight Standards

This code will be used by all employees to record assistance given to any Flight Standards office. Examples include participating in NASIP inspection activities, repair station audits, field approvals, AEG sponsored activity, maintenance reviews, etc.

AOD 9018 Assistance to offices outside Aircraft Certification or
Flight Standards

This code will be used by all employees to record assistance given to work programs outside of Aircraft Certification and Flight Standards that are not covered by other specific project codes. It would include participation in Federal Women's Program, Civil Rights Committees, and the like. It could also include support to programs outside the FAA.

SDN 9020 NTSB recommendations

This code will be used by all employees to record time spent researching or preparing responses to NTSB recommendations.

FOI 9021 Outside request

This code will be used by all employees to record time spent researching or preparing responses to Freedom of Information requests, congressionals, press and public inquires, and general requests for information on certification requirements or procedures.

RDV 9022 R&D

This code will be used by all employees to record time spent reviewing, coordinating, or developing any formal research and development activity sponsored by any FAA office, the FAA technical center, NASA, the armed services, FAA contractors or industry.

APPENDIX 1. INSTRUCTIONS FOR COMPLETING
THE INDIVIDUAL ACTIVITY REPORT (CONTINUED)

GEN 9023 Miscellaneous local studies/evaluations

This code will be used by all employees to record time spent on miscellaneous in-house studies such as evaluation workload studies, relocations, equipment studies, etc., and preparation of reports, justifications, presentations, periodic reviews, etc., not appropriate for recording under other more specific codes. Direct certification or regulatory activities will not be recorded here. There are no provisions for assignment of unique project numbers for special assignment activity.

SMT 9039 Project SMART

Any time spent by any employee in support of Project SMART. Developmental activities including SMART panel, JTA development, etc. Projects established because of SMART activities, such as a rule change, should be charged to the project activity, not the SMART activity.

f. Management/Supervisory

Code Description

IMS 9024 Management/supervision

All managers and supervisors should use this code to report time spent in nontechnical management activity. Time specifically identifiable to activities such as service difficulty, AD activity, or regulation should be charged to those specific national or unique projects as appropriate. Leave, training, travel and special assignments should also be charged to their specific numbers.

IDS 9025 Designee supervision

Time spent by employees in the appointment and supervision of DERs, DMIRs, DARs, and ODARs, including reviewing of qualifications, renewal of forms, and preparation for and participation in designee meetings. Review of technical actions should be reported against that project's specific number.

IDA 9026 Delegation supervision

Time spent by any employee in the appointment and supervision of DAS, DOA, and SFAR-36 activities.

APPENDIX 1. INSTRUCTIONS FOR COMPLETING
THE INDIVIDUAL ACTIVITY REPORT (CONTINUED)g. TrainingCode DescriptionTRM 9027 Management training

Time spent by employees in management training should be recorded against this code.

TRN 9028 Nontechnical training

Time spent by technical and nontechnical employees in nontechnical training should be recorded against this code. This would include human relations training, correspondence courses, ASAS training, and general training.

TRT 9029 Technical training

Time spent by technical personnel in technical training, including currency flying and instruction of classes.

h. Travel/LeaveCode DescriptionITR 9030 Travel during duty

Any travel during normal duty hours by any employee while on official business should be recorded against this code.

ILV 9031 Leave

Leave of any kind (annual, holiday, sick, LWOP, jury, administrative) which would subtract from the 80 hours that would normally be available for productive work.

i. Administrative SupportCode DescriptionPER 9032 Administration of personnel activities

Administration of personnel activities for the office.

PER 9033 Administration of budget activities

Administration of budget activities for the office.

APPENDIX 1. INSTRUCTIONS FOR COMPLETING
THE INDIVIDUAL ACTIVITY REPORT (CONTINUED)

PRO 9034 Administration of procurement activities

Administration of procurement and logistics activities for the office.

TRA 9035 Administration of training activities

Administration of training activities for the office. All time spent in the development of actual training courses, annual calls for training, etc.

j. Other Support

Code Description

ADM 9036 General administrative/clerical

This code should be used by clerical and administrative personnel to record other general activity not falling into a specific type of activity, such as ADs, regulations, etc.

ADP 9043 Automation Support

Time spent on any automation support activity including planning, servicing or implementing hardware or software.

PGM 9066 Program Analysis and Evaluation Activities

Includes PIATS, National, Regional, Directorate, and office evaluations. Employee attitude surveys and associated follow-on activities should be charged to this number.

PUB 9067 AVN Publication activities

To be used by AVN employees in support of publication for Aircraft Certification Regulatory Program.

k. Extra Time

Code Description

XTR 9037 Travel outside duty hours

Any travel performed outside normal duty hours by any employee incident to official travel should be separately recorded against this code as well as against a project code.

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APPENDIX 1. INSTRUCTIONS FOR COMPLETING
THE INDIVIDUAL ACTIVITY REPORT (CONTINUED)

XOC 9038

Work during non-duty hours

Any time worked by any employee outside his/her normal duty hours, whether or not it was claimed as overtime or compensatory time on the time card should be separately recorded against this code as well as against a project code.

APPENDIX 2. INSTRUCTIONS FOR THE USE OF THE
MAINFRAME PROJECT INFORMATION & CONTROL SYSTEM1. GENERAL.

These instructions pertain to the Project Information and Control System (PICS) residing on the mainframe in Oklahoma City. The present plan is to maintain this system temporarily. Directorates/divisions may continue to use the system on the mainframe if they wish. However, use of this system is not mandatory. Local systems may be used if they are more efficient for the organization as long as it accomplishes the data collection required by this Order.

2. ACCESS TO PICS.

a. Access Control. Assigned user-identification numbers (user-id) and passwords control access to all ASAS subsystems such as PICS. Each user-id entered during the log-on procedure has a security level associated with it for each ASAS subsystem to ensure that users have access only to the functions that they are authorized to use. Each employee who is afforded access to a subsystem is responsible for the maintenance of the integrity of the system through strict adherence to security procedures and practices.

b. Obtaining User-id's. The Data Services Division, AAC-300, will issue user-id's in accordance with a completed FAA Form 1370-24, Computer Data Access Request. The three security levels available are query only, query/update and query/update/maintenance.

(1) Security levels will be requested for each user-id by the PICS systems administrator in each directorate/division. Each directorate/division will designate an adequate number of individuals to have the query/update/maintenance security level to allow changing of the database to purge errors as necessary (i.e., one in each field facility/location).

(2) Office symbols are assigned to each user-id by the Data Services Division, AAC-300, in order to link qualified users with their respective organization. An attachment with information to implement security level and assign office symbol for the user should be submitted with the Form 1370-24.

c. Guidance for establishing office symbol and security level. Selection of the office symbols to be used in searching and sorting within PICS will also determine the level of control of aircraft certification activity. As a minimum, office symbols down to the staff and ACO level must be established. The minimum level for breakdown of activity for the various directorates/regions is as follows:

ACE-100, -103, -105, -108, -110, -115A, -115C, -115W
ANE-100, -103, -110, -140, -150, -170, -180
ANM-100, -103, -108, -110, -100L, -100S, -180

APPENDIX 2. INSTRUCTIONS FOR THE USE OF THE
MAINFRAME PROJECT INFORMATION & CONTROL SYSTEM (CONTINUED)

ASW-100, -103, -110, -150, -170, -180, -190
AIR-1, -100 -100U (Brux), -100V (AVN), -200, -300, -500

Further breakdown of the organization may be made at local option. However, caution should be exercised to minimize the breakdown, because the number of searches required to obtain a division-level summary of any PICS information will be equal to the number of eligible office symbols established, and a large number of breakdowns will compound this situation.

3. INITIATING PROJECTS.

a. Maintenance Menu. To speed up the process of initiating projects, staff member information should be initially entered through the Maintenance Menu function. Also, applicant codes can be initiated using the same method.

NOTE: Once a staff member or applicant code is used during the initiation of a project that code cannot be changed, so caution is urged.

b. Link Codes. Project type, product identifier, applicant, model, and ATA identifiers are called link codes. These codes, when used during project initiation or updating, may not be changed once they have been assigned to a project. Therefore, care should be exercised in using the link codes. Existing code tables can be viewed by accessing the second-level HELP function. A brief discussion of these codes follows:

(1) Project type codes are three-letter designators that identify the type of project you are initiating (i.e., NTC for new type certification, ADM for administrative, etc.).

(2) Product identifier codes are one-character designators that identify the type of product (i.e., E for engine, G for glider, H for helicopter, etc.).

(3) Applicant codes are 12-character designators describing the person or company for which a project is being initiated. Care should be taken when establishing these codes, since all subsequent projects with the same applicant must match these codes exactly.

(4) Model codes are 12-character designators representing the make and model of the product and are linked to the product ID. This allows distinguishing between, for example, a Cessna Citation that is "T" category and one that is "S" category.

NOTE: Model codes must match the listing on the pertinent Type Certification Data Sheet exactly. Do not use common names like "Citation" or "QueenAir".

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APPENDIX 2. INSTRUCTIONS FOR THE USE OF THE
MAINFRAME PROJECT INFORMATION & CONTROL SYSTEM (CONTINUED)

(5) ATA identifiers are optional four-character codes
identifying parts of an aircraft.

APPENDIX 3. PROCEDURES FOR ADDING/RETIRING
NATIONAL PROJECT NUMBERS IN PICS

1. PURPOSE. This appendix provides guidance relative to the establishment and removal of national project numbers within the Aircraft Certification Service's Project Information Control Subsystem (PICS).

2. BACKGROUND. Some Aircraft Certification Regulatory Program (ACRP) projects require resources from multiple organizations within the ACRP. To track resource expenditures against such a project, there should be a common project number that all involved organizations can record time against. At the same time, to minimize the proliferation of national project numbers and to keep the PICS project numbering structure relatively simple, common (national) project numbers should be created, only if recording resource expenditures on a particular project benefits the Service.

3. DEFINITIONS. The following are definitions of terms and acronyms used in this appendix.

a. Program Office (PO). The program office is the ACRP organization responsible for managing a specific project.

b. ISSG. Information Systems Steering Group.

c. PICS. Project Information Control Subsystem of the Aviation Safety Analysis System.

d. ACRP. Aircraft Certification Regulatory Program.

4. PROCEDURES.

a. Establishing New National Project Number. The following procedures will be used to establish new national PICS project numbers.

(1) When a program office (PO) within the ACRP identifies a project or activity that should be monitored separately and that will require resources from more than one organization, it should send a request for a new project number to the Automated Systems Branch, AIR-520. The request must be in the form of a memo or an electronic mail message. The request will contain a definition of the project including examples of the types of activity to be charged to the national project and a recommended project type to be associated with the project. If an appropriate project type does not exist, the request will include the definition of a new project type.

(2) AIR-520 will review existing and pending project numbers and project types to ensure that there is no duplication. AIR-520 will also coordinate any proposed modifications to the project and/or type definitions with the originating PO. In addition, AIR-520 will, in conjunction with the originating PO, propose in which broad program

APPENDIX 3. PROCEDURES FOR ADDING/RETIRING
NATIONAL PROJECT NUMBERS IN PICS (CONTINUED)

area the new project will be included. As appropriate, AIR-520 will assign a proposed project number/project type code to the activity. Note that the project number will be unique and within the 9000 series. Finally, AIR-520 will send a formal request including a project description, type description, project number, type code, and broad program area to ISSG members for approval.

(3) ISSG will evaluate the proposed new national project, and accept or reject it.

(4) If accepted, AIR-520 will coordinate with AVN-120 to add the new national project number to the mainframe PICS. AIR-520 will add the new project type code to the mainframe PICS, if necessary. After it is incorporated into PICS, AIR-520 will announce the new project number/type code via the AIR bulletin board in FAA.Mail. As required, ACRP organizations not using the national PICS will update their local systems to include the new project number/type code.

(5) The PO will inform other organizations working on the new national project. Other ACRP organizations will not record resource expenditures against that project without informing the PO.

b. Retiring National Project Number. The following procedures will be used to retire a PICS national project number.

(1) When the PO determines that activity being recorded under a particular national project number is no longer required, it will send a request to retire the project to AIR-520. This request must be in the form of a memo or an electronic mail message. The request will include an effective retirement date. To ensure that resource expenditures are not recorded against the project number after the retirement date, the request will be made at least four (4) weeks before the effective retirement date.

(2) AIR-520 will send a formal request including a project description, type description, project number, type code, and broad program area to ISSG members for approval.

(3) ISSG will evaluate the request, and accept or reject it.

(4) If accepted, AIR-520 will announce the expiration date for the project number via the AIR bulletin board in FAA.Mail. In addition, the PO will inform other ACRP offices charging to the national project number that the project has been retired.

c. Updating this order. AIR-520 will update this Order annually. This update will include all new national project numbers along with their definitions, project types, and program offices. The new national projects will be listed under their broad program areas. The annual update will also note the national project numbers that have

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APPENDIX 3. PROCEDURES FOR ADDING/RETIRING
NATIONAL PROJECT NUMBERS IN PICS (CONTINUED)

been retired and effective date of retirement. However, for historical record, the project number will remain in the order.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order _____

To: Directive Management Officer, AIR-530 _____

(Please check all appropriate line items)

☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____.

☐ Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

☐ In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____

